

POLICY

Juvenile justice program documents within DHS must be retained in accordance with approved general and agency-specific record retention schedules unless directed to be retained longer by audit or legal requirements.

.PURPOSE

To comply with state law and facilitate orderly maintenance of required records for state juvenile justice programs.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Facility directors, designees, and central office staff.

PROCEDURE

Each residential juvenile justice facility must develop and implement a written procedure for the retention, periodic review, and destruction of records.

Note: This policy does not affect the record retention requirements established by the Department of Technology, Management and Budget (DTMB), the DHS administrative handbook, or other auditors. Documents potentially relevant to the subject matter of a grievance or lawsuit must be retained until no longer needed.

Youth Files

Youth files must be maintained during each youth's residence at the residential facility. These files include the case record, the medical file, and the education file.

Case Record

The facility must maintain a case record for each youth; see JJ2 255, Case Record Requirements.

Note: The case record normally originates from the DHS county office providing services to the youth.

The facility must return the youth's case record to the youth's DHS caseworker when the youth is released from the facility.

Medical file

The facility director or designee must:

- Send the youth's original medical file to the DHS caseworker when the youth is released from the facility.
- Maintain a complete copy of each youth's medical file at the facility following youth release in accordance with the record retention schedule.
- Securely store medical files in locked cabinets with limited access. Files for youth currently in residence must be stored physically separated from files for former youth.

Educational File

The facility director or designee must send the education file (including individualized education program team reports, multidisciplinary evaluation team reports, individualized education programs, transcripts, and attendance records) to the Juvenile Programs Education Unit when the youth is released from the facility.

The mailing address for the education unit is:

Juvenile Programs Education Unit
8701 East M-36
Whitmore Lake, MI 48189

Skeletal File

The facility director or designee must establish and maintain a skeletal file for each youth who has been released in accordance with the approved record retention schedule. The skeletal file must include the following records (as applicable):

- DHS-0199, Consent for Publication Form.
- Initial Service Plan.
- Initial Treatment Plan(s)(residential treatment).
- Risk assessments associated with the Release Treatment Plan.

- Release Treatment Plan (for final release).
- Treatment Program Termination Form (for final release).
- Strengths/Needs Assessments.
- Assessment instruments from the Michigan Juvenile Justice Assessment System.
- Local facility release checklist documentation (for final release).
- Preliminary Services Plans, Resident Assessments, and Discharge Plans associated with detention (if final release is from detention).
- Client intake summary from Juvenile Justice Online Technology (residential treatment).
- DHS-3307A Youth Face Sheet.
- DHS-62 Delinquent Youth DNA Profile Verification.
- MSP Form DD-4 Sex Offender Registration.
- MSP Form DD-4A Explanation of Duties to Register as a Sex Offender.
- Selective Service Registration (if a male aged 18 or older).
- Youth property inventory at facility intake.
- Youth signed receipt for return of personal items on release.
- Post-escape inventories of remaining youth belongings (for youth who escape and do not return).
- Documentation for disposition of escaped youth's personal property.
- Initial and annual Michigan Protection and Advocacy Services notification to parents.
- Court order directing or used as authority for placement at the facility.
- Court order directing or authorizing release or de-escalation from the facility.

- Transition Accountability Plans or other documentation associated with the Michigan Youth Re-entry Initiative.
- Victim Requests for Notification.
- Documentation that shows when victims are notified.

Review of Holdings

The Bureau of Child Welfare Funding, Contracting, and Juvenile Programs director or designee(s) must ensure that central office record holdings are reviewed at least every 12 months:

- To verify that all records held are covered under an approved general or agency-specific record retention schedule.
- To ensure that records are appropriately identified and destroyed in a proper and timely manner.

Note: Reorganization or realignment of staff may result in the need to resubmit record retention schedules for review and approval. Assistance may be obtained from the DHS Records Management Officer or DTMB staff.

The facility director or designee must ensure that facility record holdings are reviewed at least every 12 months:

- To verify that all records held are covered under an approved general or agency-specific record retention schedule.
- To ensure that records are appropriately identified and destroyed in a proper and timely manner.

Records Management Software Users

The Bureau of Child Welfare Funding, Contracting, and Juvenile Programs director or designee and facility directors must ensure that they have sufficient staff trained in use of the Versatile records management software. Training may be arranged with DTMB.

Confidentiality

All records must be stored and disposed of in a manner designed to protect the confidentiality of the enclosed information. Approved methods for disposal include shredding and burning.

AUTHORITY

Public Health Code, 1978 PA 368, as amended, MCL 333.16213
Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a(1)(l)
Department of Technology Management and Budget (DTMB)
Procedures 0920.01 et seq.